



Code: 1657

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical And Analytical

Series: Real Estate and Legal

CLASS TITLE: FIRST ASSISTANT CORPORATION COUNSEL

CHARACTERISTICS OF THE CLASS

Under direction, assists the Corporation Counsel in the overall management and direction of the Department of Law's legal and administrative operations; functions as second in charge of the department; and performs related duties as required

ESSENTIAL DUTIES

- Assists the Corporation Counsel in coordinating and directing litigation activities and transactional matters for the department
- Assists the Corporation Counsel in developing and implementing legal policies and procedures for the department
- Provides leadership and guidance to staff in meeting the department's goals and objectives
- Coordinates legal strategy of major cases with city departments, government agencies and legal organizations
- Provides direction to division managers in planning and directing legal services and related work operations
- Compiles comprehensive operation and administrative reports for the department
- Assists upper level management in planning and directing legal services, special projects and related work operations
- Plans and directs administrative support functions for the department including budget and human resources administration, records management, procurement services and information technology
- Manages the coordination and preparation of the department's annual budget
- Represents the department in the absence of the Corporation Counsel at meetings with city officials, the courts and legal organizations

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an American Bar Association (ABA) accredited law school, plus seven years of legal and managerial work experience in the planning and implementation of administrative and legal related programs, or an equivalent combination of education, training and experience.

Licensure, Certification, or Other Qualifications

- Admission to the Illinois Bar (or another state bar having reciprocity with Illinois)

WORKING CONDITIONS

General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *federal and state legislation and its impact on City ordinances
- *applicable local laws, regulations, and guidelines
- *the legal system and the principles and practices of applicable areas of the law
- *courtroom procedures and legal terminology
- *legal research methods, techniques, and resources
- supervisory and management methods, practices, and procedures
- the City's organizational structure
- contract law and administration

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Managing Deputy Corporation Counsel class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *INSTRUCTING - Teach others how to do something
- *NEGOTIATION - Bring others together and trying to reconcile differences
- *PERSUASION - Persuade others to change their minds or behavior
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Managing Deputy Corporation Counsel class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Managing Deputy Corporation Counsel class

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Managing Deputy Corporation Counsel class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
Date: April, 2011